

SS Athletics Constitution



Name of Club and Foreword

- The name of the Club is “SS Athletics” OR “SSAthletics” OR “SSA” or “the club”
- SSA the club colours are Navy, Scarlet red, white
- These Rules and Constitution and any associated Codes of Conduct are for the guidance of members and are intended to provide a positive and constructive framework for managing the Club’s activities in the best interests of the Club and its members.
- The Club Chairman and Committee shall have the power to decide on any matter not specifically provided for under the Rules and Constitution and any associated Codes of Conduct.
- The Club is affiliated to England Athletics, as the National Governing Body, and where necessary these Rules and Constitution should be interpreted in the light of the overriding United Kingdom Athletics (UKA) Rules for Competition.

2 Aims and Objectives

The aims and objectives of the club will be to:

- Provide coaching, training and competitive opportunities in athletics;
- Promote the club within the local community and within athletics as a sport;
- Manage the athletic facilities at Garons Leisure centre, in line with such leases as may be in force;
- Ensure a duty of care to all members of the club
- Provide all its services in a way that is fair to everyone
- Provide coaching opportunities to all coaches that want to develop their athletics coaching
- Communicate with all parents and provide support to them where needed
- Safeguard to be our utmost importance to keep every member at SSA safe while doing athletics
- Provide Community days for the local area to drive the interest in athletics participation

3. SS Athletics Sports Equity

- SSA is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity: Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- SSA respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- SSA is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- SSA members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- SSA will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

4. SS Athletics Members and Club Fees

1.Membership

Membership will consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted. Members take part in all activities at their own risk.

Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in athletics, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

All Members of SSA must complete a registration form on our “classforkids” booking system and sign up to our classes through our website or email the SSA Secretary and an invite will be sent to the parents.

We have athletes from the primary age group (5-11) and Secondary age group (11-18) that can join SSA to enjoy athletics. We use UKA Athletics 365 as the backbone and inspiration to our planning but SSA would always allow Coaches to periodise their own coaching plans under the supervision of an athletics coach or club chairman.

Membership applications may be closed from time to time on a non-discriminatory basis where the club does not have the necessary capacity, in terms of coaching or the availability of facilities, to cope with additional members. We will form a waiting list and work through the waiting list when space comes available. We will work towards the ratio of 12:1 Athlete coach ration. SSA would like to work with a ratio of 6:1 to provide high quality coaching experience to the athletes where possible.

The minimum age to join SS Athletics is age 5 (Started year one in primary school)

The minimum age for England athletics membership is age 10 if the athlete wishes to be competitive for SSA.

SS Athletics Fee's

Our Fee's work on a termly basis that runs all year round, for example, January-February, March - April. Fees are paid upfront to secure their place with us at SSA for each term. Each term consists of between 6-7 sessions. If a cancellation was to occur due to bad weather SSA will refund the session back to the parents, however if the parents do not attend the sessions when the sessions are running due to other commitments the Fees for that session will be non-refundable.

The Fees are either paid in cash (to not pay the booking system fees) or using our Classforkids booking system online on the first week of each term. SSA will provide you with an envelope and pen so you can put your name and the athlete's name on with the parents name and it will be handed to the treasurer of Club Chairman to deposit the cash into the clubs bank account.

5. Officers of the club

The officers of the club will include the following positions - Please go to SSAthletics website to see who is in charge of each position with more details about them

- Chairman - Daryl Blows
- Club Secretary - Kerri Edwards
- Treasurer - Jessica Tozer
- Membership secretary - Kerri Edwards
- Welfare Officer -, Jason Brown Adam MCarthy Kerry Beales
- DBS Verifier - Kerri Edwards
- Membership Officer - Daryl Blows
- Responsible for Coaches - Daryl Blows
- Responsible for Officials - Ian Pike

6. Annual General Meetings and Special General Meetings

The core Executive Committee will consist of the Chairman, Secretary, Treasurer & Membership Secretary, as a minimum for maintenance of the club. Other positions may vary and be added to as the club develops.

Officers will be elected annually at the Annual General Meeting. In the case of an officer standing down during the course of the year, the committee will seek to appoint a replacement officer for formal appointment at the next available AGM

The Committee will meet on a maximum of five occasions throughout the year. Voting shall be by simple majority, with the Chairman having a casting vote. The Chairman shall have the power to fill the vacancy until the succeeding Annual General Meeting.

The Chairman holds the power and can make decisions of the running of the club if urgently needed without the need to discuss this with the committee or officers but all decisions will be put forward to all Officers and Members of SS Athletics

The Club shall hold an Annual General Meeting (AGM) in September each year to:

- Approve the minutes of the previous year's AGM.
- Receive a report from those responsible for the Club's accounts.
- Elect the Officers and Committee Members for the following year.
- Consider any proposed changes to these Rules and Constitution.
- Deal with other relevant business included on the agenda for the meeting.

Notice of the AGM and an Agenda will be issued by the Club Secretary to all members eligible to attend, at least 28 days before the meeting, giving time, date and place of the meeting.

Nominations for Officers of the Committee will be sent to the Secretary prior to the AGM. If two or more nominations are received an election shall be held. If only one nomination is received the nominated members will automatically be elected.

Proposed changes to the Rules and Constitution shall be sent to the Secretary no later than the end of January prior to the AGM, who shall circulate such proposals with the AGM Notice and Agenda.

7. Finance at SS Athletics

SS Athletics is run as a Business. All stakeholders will be paid using the clubs business accounts (Garons Leisure Centre, Coaches and Athletics Equipment)

- Coaches will invoice the club for their time coaching at SS Athletics,
- Garons will invoice the club for the Track Leasing
- Various Athletics suppliers will invoice SS Athletics for athletics equipment

All club money will be paid into an account held in the name of the club. The club Chairman and Club treasurer will be responsible for bookkeeping working with a chartered accountant to support the process of the yearly tax return.

Parents will pay for sessions termly and upfront using our classforkids booking system where the parents will keep secure of all their data using this system

8. Discipline and Appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's Safeguarding Children's Welfare Policy. The club Welfare Officer is the lead contact for all members in the event of any safeguarding or child protection concerns.

All members are expected to follow the rules of this constitution and the codes of conduct of the club. All the codes of conduct are on our SS Athletics website.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Welfare Officer or Secretary.

If the Committee concurs that there is a case to answer they shall appoint a disciplinary panel of not less than three members who have not previously been directly involved. The disciplinary panel will convene a hearing following the same procedures as specified for the NGB disciplinary bodies.

The Club Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Club Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

9. Behaviour Expectations for Athletes whilst in session at SSA:

For this, to work we would expect fantastic behaviour. We hope you agree that setting the right environment is critical for athletes and we will strive for a positive well-driven club so any negative behaviour from athletes will detract from what we are trying to offer. We do have some ground rules set when it comes to behaviour.

- Only positive language will be used by anyone in the facility
- No physical or verbal violence of any sort will be accepted

Children have the following warning protocol:

- 1- Verbal warning from coach
- 2- Warning from the head coach and timeout will be issued
- 3- Official warning from the club and miss a class

After this you will have a meeting with the Officers of the club to discuss your options in SS Athletics.

10. Personal data

- SS Athletics maintains databases of Club members, coaches, volunteers and officials and also a file of medical information concerning Club members for emergency use.
- Data provided by members will be used only for bona-fide Club purposes, and only divulged to those Club members who need the information to carry out their Club duties.
- It is the responsibility of individual members to inform SS Athletics of any change of personal details such as address, telephone number(s), email addresses or medical conditions.
- Medical information provided to paramedics in emergency will be the latest information provided by the Club member held in the Club's file.
- Parents will hold their Data securely when booking on SS Athletics classes using the ClassforKids system which is the responsibility of the Parent/Athlete to keep up to date

- Parents/Athlete have the right to talk about how their data is stored within the club and how we use the data we have collected for the purpose of the club

11. Dissolution

If in the event that SS Athletics continues to make a loss the Chairman will notify the officers in with 28 days in advance of the decision.

All officers in place will do their very best to make sure all athletes involved will have access to all the athletics clubs in the local area and begin the process of letting parents know of the end date of SS Athletics

All the funds will settle all the liabilities in the club, any remaining funds after everything is settled will be shared amongst the shareholders in SS Athletics